

GENERAL DEFINITION OF WORK:

Performs intermediate paraprofessional work supervising and maintaining the operations, services and personnel of an assigned community swimming pool facility and regions programs; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate personnel and volunteers.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and maintaining the operations, services and personnel of an assigned community swimming pool facility and regions programs; ensuring facility is in compliance with local, state and federal rules and regulations; scheduling staff, programs and special events; preparing and maintaining records, files and reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs the operations, services and personnel of an assigned community swimming pool facility; ensures agency standards, procedures and regulations are met and operate in accordance with local, state and federal rules and regulations; ensures safety of participants and staff.
- Recruits, hires, trains, motivates, and evaluates assigned staff; schedules work assignments of cashiers, counselors and instructors; completes all personnel paperwork associated with assigned staff.
- Plans, implements, promotes and evaluates programs including classes, swim lessons, water safety classes, camps, workshops, special events and trips; prepares or directs the preparation of pamphlets, flyers, posters and news releases to inform the public of programs and events; writes press releases and articles and makes presentations about regions programs and community pools.
- Researches and develops program and aquatic standards in compliance with local, state and federal laws and regulations.
- Responds to patron concerns, issues and/or requests; researches, develops and analyzes patron needs, interests and resources through a variety of assessment tools to determine appropriate instructional opportunities and leisure activities.
- Prepares and maintains records and reports of inventory, activities, attendance, supplies, incidents/accidents, customer satisfaction surveys, revenues and expenses; develops and monitors budgets; reviews and monitors payables; prepares and administers contractual agreements; processes and maintains refund request forms, registration forms, confidential camp participant's medical history forms and time sheets.
- Designs, implements and manages the operation and preventive maintenance plan for locker rooms, water treatment control systems, filtration systems, associated pool equipment and concessions equipment.
- Develops submission for department brochure; prepares and edits web page monthly; participates as member of department teams.
- Participates in developing short and long term goals, operating objectives and strategies; makes recommendations for improvements in service delivery and scheduling of programs and services offered to maximize revenue and patron satisfaction.
- Sets up programs in CLASS software package; tracks programs and makes necessary adjustments in software.
- Meets with various community groups, citizen organizations and schools to coordinate and promote community pools, programs and services, identify community needs and respond to concerns.
- Participates on assigned teams.
- Achieves annual training goals.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of community swimming pool operations including safety practices and procedures, pool and general facility maintenance; thorough knowledge of first-aid practices related to aquatic sports and activities; ability to train subordinates in proper aquatic techniques and methods; ability to enforce safety rules and regulations and maintain discipline; ability to plan and supervise the work of subordinates; ability to prepare and maintain records; ability to establish and maintain effective working relationships with patrons, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited college or university with major course work in Recreation or related field and considerable aquatics experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, reaching, standing, walking, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of American Red Cross Water Safety Instructor, ARC Lifeguard Instructor and CPR certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.